



USER REFERENCE GUIDE

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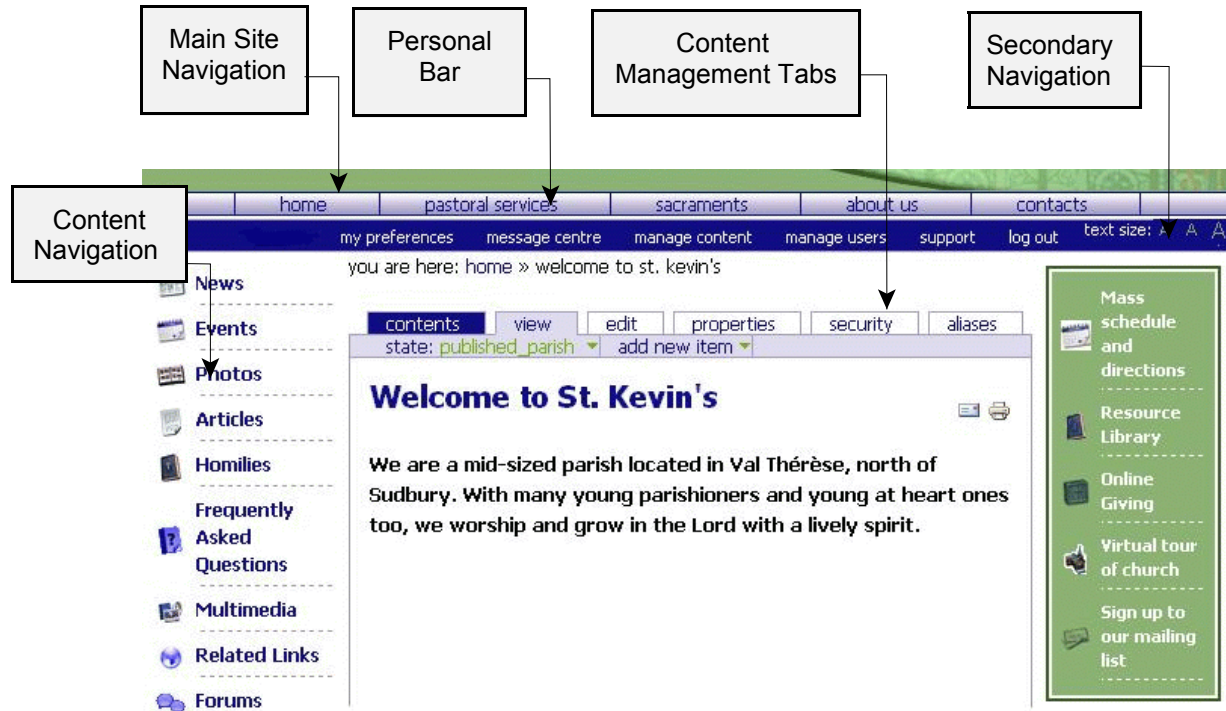
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Parish Site Introduction

When the parish site is accessed, the home page like the one below appears. Note that the content management tabs appear only for those who have content management privileges for the home page:



The layout of the page is as follows:

The main site navigation takes you to the main sections of the site. These navigation tabs are labelled: *home*, *pastoral services*, *sacraments*, *about us*, *contacts*.

The personal bar provides options that vary with privileges. You must be logged in to access these. These standard navigators are labelled: *sign-in name* (i.e. user01), *my preferences*, *manage content*, *support*, and *log out*. Other tabs may be available depending on your account privileges.

Content management tabs appear above any content the current logged in user has permission to manage. The standard tabs are: *contents*, *view*, *edit*, *properties*, and *security*. Other tabs may be available depending on your account privileges and type of content.

Secondary navigation provides quick links to prominent features of the site. They are: *mass schedule and directions*, *resource library*, *online giving*, *virtual tour of church*, *sign-up to our mailing list*.

Content navigation provides links to index pages, one for each content type. They are location-aware, so for example clicking on a news link in a Pastoral Service section will show all news for that Pastoral Service. These links are labelled as follows: *news*, *events*, *photos*, *articles*, *faq*, *multimedia*, *related links*, *forums*, *prayer requests*, *chats*.

Organization

Workspace Folder



A workspace folder groups together similar workspaces, for example a group of Pastoral Services or departments. A parish has two workspace folders: Pastoral Services and Sacraments. The parish can define the workspace folders it needs.

Workspace



A workspace has one or more contacts which are displayed on the workspace home page and on the contacts page for the site. There is a description which is shown on the workspace folder index page. Refer to Examples 1 and 2 in Appendix B for examples of modifying workspace information.

Each service or group can add the following types of content to their workspace:



Content Types

The first step in adding information to the DeoWeb system is to select the most appropriate content type for the information to be added. There are several different content types available:

- Time-sensitive Information
- Topical Information
- Reference
- Resources
- Discussion
- Other

Time-sensitive Information

Event: An event is something that takes place at a specific time and place. Events appear in the events calendar. All the details of that event, such as date and time, location and contact person can be recorded.

News: A news item is information about a recent or upcoming event, or a newsworthy story. Use news items to promote upcoming events or to report on a past event.

Obituary: An obituary is a published notice of a death, sometimes with a brief biography of the deceased. Obituaries appear in the news index.

Topical Information

Article: An article, like a news item, is about a particular topic but is not time-sensitive.

Homily: A homily is the text of a homily given by the parish priest or parish deacon.

Photo Album / Photo: A photo album contains a series of photos with optional descriptions. A photo album may contain additional albums as well.

Reference

FAQ / Frequently Asked Question, FAQ Item: An FAQ is a list of answers to questions commonly asked on a topic. Group together related questions into an FAQ. Each question / answer is called a FAQ Item.

Glossary, Glossary Item: A glossary is a list of terms with a definition for each term. Each term / definition is called a glossary item.

Link: Links are web addresses known as URLs. These URLs can be internet resources or local resources.

Mass Schedule (parish only): A regular mass schedule contains information for all the masses during the week and weekends. A special mass schedule for major feasts is also available.

Lay Person Profile: A biographical template for someone not in a religious order.

Pastor Profile (parish only): A biographical template for profiling a current or previous pastor of a parish.

Religious Person Profile: A biographical template for someone in a religious order.

Patron Saint: The patron saint contains information about the patron saint of the parish.

Sponsor: The sponsor contains information about the person or organization sponsoring the parish or the diocesan web site.

Resources

File: A file is something made available for download. It can be any file that can be uploaded from your computer. This could be a plain text file, a Microsoft Word Document, an Excel Spreadsheet, a PowerPoint Presentation, an Acrobat PDF and so on.

Multimedia: Has support for large multimedia files, such as audio and video files.

Discussion

Forum: A forum is a place where discussions can take place on various topics. Someone starts a topic, and others are welcome to reply to that topic. It is similar to email in that sense. It is possible to subscribe to a topic, so that one gets updates of that topic discussion by email. One special forum for parishes is for prayer requests.

Forums have 4 options for security:

1. Private to a specific list of members and / or groups of members.
2. All members can read and post content to forum. Anonymous visitors cannot read or reply.
3. All members can read and post content to forum. Anonymous visitors can read but not reply.
4. All members can read and post content to forum. Anonymous can read and reply.

Forums can be moderated, which means all posts and replies to a forum are reviewed and approved first by a moderator before they appear on the site.

Chat: A chat is a live discussion taking place on the site between two or more persons. Only registered members of the site can participate in a chat. By default, anonymous site visitors can view chats but not participate in them. A chat can be moderated, so that every comment in a chat is first approved by a moderator. Chats can also be restricted, so that only certain members can see and / or participate in the chat.

Other

Document: A document is a general purpose content type for publishing text documents. A document can contain up to 3 images. Most service or sacrament workspace home pages are created as documents. You can add more documents to this section. In doing so, though, **you will need to create a link to that document from another content type.**

Donation: A donation has information about a type of donation for a parish, diocese or a particular service, including a title, description and frequency of donations (one-time or recurring). One donation example is tithing.

Managing Account & Personal Preferences

To Join (Become a Member)

In order to be a content manager within your parish website, you will be required to either become a member of the site by joining or to log-in if you are already a member.

1. **Click on the *join* link on the personal bar of the site's homepage.**
2. **Fill in the fields provided.** All fields marked with a red box beside them are mandatory fields and must be filled in accordingly.
3. **Click the *register* button to save your work and to complete the registration process.** Note: If you selected the *send a mail with the password* checkbox, the password you registered will be sent the email address you registered.
4. At the welcome screen, **click the *login* button.**

As a member you are now able to:

- change personal information and site preferences
- manage content, if you have been given that privilege.

Managing Your Account

DeoWeb gives you the ability to manage your personal account information and preferences.

To access account information and personal settings, **click on the *my preferences* link in the personal bar.**

You will be presented with a list of choices:

Change Password. Click on this link to change your current password.

Forum Preferences. Change these settings to customize your online forum experience.

Newsletter Subscriptions. This newsletter includes content from your parish published within the past week. Also included is content from the region, as well as Diocesan content.

Personal Preferences. Keep your personal contact information up to date, including email address, phone numbers and address. This information is used for listing in a searchable online directory. Take note of the following:

E-mail: All communication by email will go to this address. For diocesan staff, work-related communication will be sent to their work email address.

Preferred delivery method: When members of DeoWeb want to communicate with you, the information can be delivered to you in a number of ways. Choose how you would prefer information being delivered to you.

Parish: Selecting a parish will

- include your contact information in that parish's online directory
- include you in communications sent to all parish members
- enable the site administrator for that parish to help in managing your account
- enable you to participate in managing the content for that parish

Position: If you serve in the diocese in a particular position, such as priest, deacon, sister, or secretary, indicate that here. Fill in the phone number and email address that you wish to be displayed on the *contacts* page. For priests, deacons and sisters, additional information is requested for use by the diocesan office.

Forgotten Password

If you have forgotten your password, **click on the *log in* link and then the link to retrieve your password.**

Content Management

As a DeoWeb member, you can be given privileges to contribute and manage content in one or more sections of the site.

To see what sections you have access to, **click on the *manage content* link in the personal bar.** The sections you have access to can be clicked on.

If you are unable to access the sections you will be managing content for, please contact your parish Site Administrator.

Content management features are integrated right into the site. When you have permissions to modify existing content, tabs will appear above the item, providing the options you are allowed to work with.

Adding Content

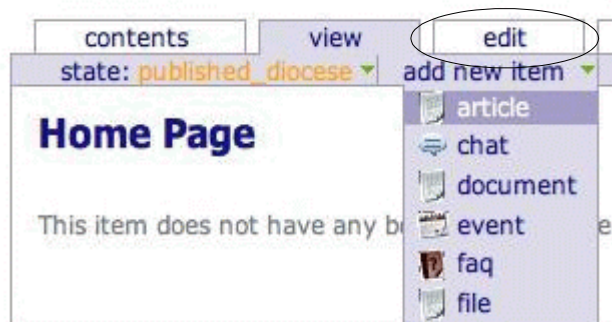
To add a content item, you first have to select a section of the site that you have permissions to work in. There are a couple of ways to select a section:

Click on the *manage content* link in the personal bar. All of the sections of the site are shown. You are able to click on only those sections you have permissions to manage content. Or,

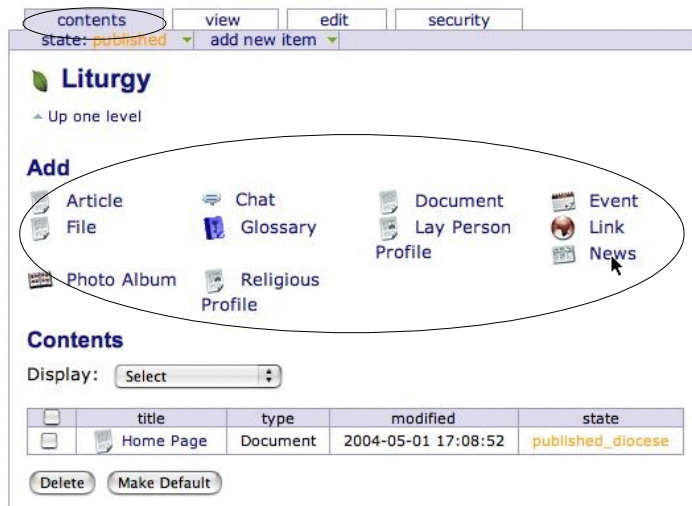
Click any other link on the site that goes to the section you wish to add content. For example, to add content in the Youth Services of a parish site, click on the *Pastoral Services* link, then on the *Youth* link.

Once you have selected the section of the site to add content, there are two ways to add an item:

Click on the *add new item* drop-down menu beneath the content tabs. Select the content type from the list. Or;

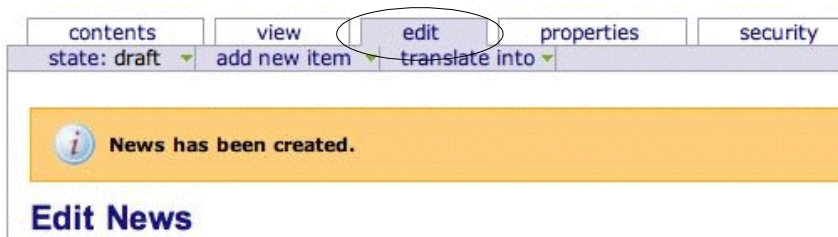


1. Click on the **contents** tab. All of the available content types to add in this section are shown. Beneath that is a list of all content contained there.
2. Click on the link of content type you wish to add. Once an item has been added, you are taken immediately to the edit page for that item.



Editing and Formatting Content

A content item can be edited directly in the web browser using the edit form. Note the highlighted edit tab at the top of the page. Messages appear at the top of this page, as shown below.



There is a tool bar for editing the body of the content item. Many content types have the tool bar shown below.

Body ■

Enter the body here.



Most of the tool bar buttons are found in word processors like Microsoft Word and Corel WordPerfect. To learn what each button is for, move the mouse over top of the button and some descriptive text will appear.

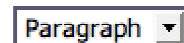
Note: Use formatting with discretion. The DeoWeb system has built-in formatting to ensure that each piece of content has a consistent look with the rest of the site. When the look of the site changes, all of the content without manual formatting will change in appearance to match the new look.

For professional-looking content:

- Use the available styles for defining headings and paragraph text. Avoid formatting these styles.
- Keep the use of bold, italics, alignment and tables to a minimum.

Some formatting buttons to pay attention to are:

Styles List: Always use the styles list to create headings and paragraph text. The text will then be formatted according to the site design.



Select a style, then start typing OR put the mouse cursor on the line to format and select the style.

Insert Link: For creating links to content outside of the site:



Select some text that will become the web link, then click on the globe icon. Type in the web address of the link (<http://www.dioscese>).

Toolbox: The toolbox provides a convenient way to add a link to another content item in the site, as well as a way to add an icon identifying a type of link.



To link to another content item, **select some text that will become the link, then click on the open folder icon.** A list of content in the current section of the site is shown. **Select one of these or navigate to another part of the site and click on *insert link* to the right of the desired content item.** You can also use the *search* feature and type in a key word to find your content item.

For examples of adding and editing content, refer to Examples 1 - 5 and 8 in Appendix B.

Managing Existing Content

Searching For Content

The most typical way to locate an item is to:

Navigate to the section of the site where the item is located, and then click on the *contents* tab for that section. Find the item in the list, and click on the item title.

Search Tip #1: You can click on any of the column headings to sort the content list by that column. For example, clicking on the *Title* field will sort all the content by title alphabetically.

Search Tip #2: When there is a lot of content in the list, filter the list of items by selecting a content type in the *Display* list.

For an example of searching for content, refer to Example 6 in Appendix B.

Deleting Content

The contents of each section within the parish site that have been published to the public need not be deleted once the item is no longer time relevant or required. The contents list acts as an inventory of all information that has been published within your site. There may be content that can be modified in future years and re-published.

Content that should be considered for deletion are items that have always remained in the draft state and were never published. To delete one or more content item(s):

1. **Go to the section of the site where the item(s) is (are) located.**
2. **Click on the *contents* tab and find it (them) in the list.**
3. **Select the item(s) by clicking on the box next to it (them).**
4. **Click the *delete* button at the bottom of the list.**



For an example of deleting content, refer to Example 7 in Appendix B.

Publishing Content

By default, content is in a *draft* state. This state is only accessible by the site manager(s), the reviewer and the author of that content. To make content available to others, publish it to another state.

Some content you can *submit for review*. Someone else with reviewer privileges will review the content and decide how to publish the content. If changes need to be made before publishing, the reviewer can *decline* the request for publishing, and include an optional note as to why it was declined. The original author can also choose to *retract* the request for publishing, perhaps to make some important changes and then re-submit for review.

You can control privileges by choosing these options:

- Publish to *DeoWeb members* and only those logged in have access to the site.
- Publish to *newspaper* (online newspaper and parish newsletter).
- Publish to *public* (everyone has access).
- By default, when you publish to *custom*, the same restrictions apply as in the *draft* state. Managers and site administrators can grant additional access to individuals and groups by clicking on the *security* tab of the content item.
- With published content, managers and site administrators can *retract* them, returning them to the *draft* state.

How To Publish Content

There is a status indicator shown at the top of each content item which shows the current status.

To change the current status, **click on the status indicator to see the options available to you and select one from the list.**



Advanced Option

There is an *advanced* option in the status options list (For an example of using the advance option, refer to Example 9 in Appendix B). Use the *advanced* option to:

1. Control the date when the content should be published. This is called the *effective date*. The content will not be considered published until this date is reached, even after a publish option has been selected.
2. Control the date when the content should no longer be published. This is called the *expiry date*. The content will not be considered published after this date is reached, even after a publish option has been selected.
3. Add a comment as to why the content status is being changed, such as when content is declined for publication.

Working With Images

Images refer to photos, pictures and clip art. The two standard types of image files are supported: JPEG and GIF. Most content types can include images to enhance the textual content.

Tips for Organizing and Collecting Images

One way to organize sets of images is to create a folder on the computer and then in that folder set up sub folders for storing photos, pictures and clip art. This makes it easier to find and retrieve the desired image file when you want it.

When surfing the net, always keep an eye on an image that could be used. This builds up resources for the future to enhance the parish site. Please remember to always respect copyright law.

To save the image, right click on the image and save the image in the desired folder.

Note: Big is not always beautiful. While DeoWeb lets you use large image sizes, often times it is better to re-size your image to a smaller size to balance the text on the page and more importantly to prevent slow access to your page by people with a dial-up internet connection.

To re-size photos using MS Paint:

1. Start *MS Paint* by clicking **Start**, then **Programs**, then **Accessories**, then **Paint**
2. From the *File* menu, **select Open** and locate the image you want to re-size. **Click Open**.
3. From the *Image* menu, **select Stretch/Skew**.
4. **Change the horizontal and vertical numbers in the stretch box to the percentage you want to see (i.e. 50%). Click OK.**
5. To save the image under a different file name to preserve the original, **click on the File menu, then Save As. Type the new file name. Click Save.**

Working with Files for Downloading

Sometimes it is not possible to enter information into a content type. A file must be uploaded to the site, so that others can download and view it on their computer. Examples include registration forms and large reports. Before uploading a file, it is important to remember that for others to access the file, they must have software on their computer that can open your file. Consider uploading your file in a standard format that most people can open. Standard formats include:

- Adobe Acrobat (PDF). Free or low cost programmes are available to print or convert documents to PDF (portable document files). These documents are printable and read only - they **cannot be altered**.
- Rich text format (RTF) — word processors like MS Word and Corel WordPerfect can save in this format. This format is useful only when there are no pictures in the file. This is appropriate for filling out forms and returning them electronically.

When you publish a file, its access is provided by a *link* - perhaps from a pastoral services home page or a news item. Refer to the Editing and Format Content section to create a link.

For step-by-step instructions on **Uploading a File**, refer the Quick Reference Guide in Appendix A or to Example 9 in Appendix B.

Quick Reference Guide

Adding Content

To add an article, chat, document, event, faq, file, glossary, lay person profile, link, multimedia, news, obituary, photo album, religious profile:

1. Click on *manage content* or any other link in the site that will take you to the section where you want to add content.
2. Click on the *add new item* drop down menu and select the content type you wish to add OR click on the item type from the *contents* tab.
3. Fill in content form.
4. Click the *save* button.
5. If the content item is complete, change the state of the document from *draft* to the appropriate status for the item's audience (i.e. publish to DeoWeb members, public, newspaper).

Editing Content

To edit an article, chat, document, event, faq, file, glossary, lay person profile, link, multimedia, news, obituary, photo album, religious profile:

1. Click the *edit* content management tab.
2. Make changes to your content item as required.
3. Click the *save* button.
4. Verify or change the state of the document from *draft* to the appropriate status for the item's audience (i.e. publish to DeoWeb members, public, newspaper).

Deleting Content

1. Navigate to the section of the site where the item is located.
2. Click on the *contents* tab and find the item in the list.
3. Select the item by clicking on the box next to it.
4. Click the *delete* button at the bottom of the list.

Creating a Photo Album

1. From the *manage content* screen, select the pastoral service/sacrament you want to add the photo album to.
2. Add a *photo album* content type.
3. Click *save*.
4. Publish the album by changing the state.
5. In *add*, click *photo*.
6. Click on *browse* to find the file.
7. Navigate to the folder where the file is located and select the image,
8. Click *save*.
9. Publish the photo.
10. To add another photo, click on *add new item*, select *photo* and repeat steps 5 to 9.

Uploading a File

1. Add a *file* content type to the parish, pastoral service or sacrament workspace,
2. Click on *browse* to locate the file. Enter a title and optional description,
3. Click *save* and publish the file.
4. To create a *link* to the file open the content item in edit form.
5. In the *body* section, select some text that, when clicked on, will navigate to the linked file.
6. Click on the toolbox icon and choose the item to be linked to and click on *insert link*.
7. Click *save*.

EXAMPLE 1: Update Pastoral Service / Sacramental Information

Key information for each pastoral service / sacrament is shown at the top left: title, contact information and an optional image. A description is shown on the pages listing all the pastoral services/ sacraments. To update this information using the C.W.L. section as an example:

1. Click on *manage content*.
2. Click on *C.W.L.*
3. Underneath the title on the left, click *edit*.
4. For a description, enter something like: **Catholic Women's League**.
5. If you have an image to add, click on *browse* and navigate to the folder where the appropriate file is saved and click *open*.
6. For contact information, enter your name, phone number and email address.
7. Click *save workspace*.

EXAMPLE 2: Update Main Page of Pastoral Service / Sacrament

The main page provides a summary and an overview of the pastoral service / sacrament. It is the first page visitors will see when going to the pastoral service / sacrament section. It can also contain links to more detailed information on other pages in this section of the website. To update the main page:

1. While viewing the *C.W.L.* main page, click the *edit* tab. If you aren't on the main page, click on the name of your pastoral service / sacrament on the left-hand side.
2. Enter the following information:
Title: **C.W.L.**
Description: <leave this empty>
Body: <use the numbered list button to format the following list>

Objectives:
The objectives of the League shall be to unite Catholic women in Canada:
1. to achieve individual and collective spiritual development
2. to promote the teachings of the Catholic Church.
3. Click *save document*.

EXAMPLE 3: Put Information About Activity In Parish Calendar

Events appear in the parish calendar. Each pastoral service / sacrament has a calendar as well.

1. In the *C.W.L.* section, click on the *contents* tab. This shows you the types of content you can add as well as all the content currently in this section.
2. Click *event* underneath the *add* heading.
3. Enter the following information:

Title: **CWL Pies and Surprises!**
Description: **Pies and Surprises**
Location: **Parish Hall**
Event Type: **Social Event**
Starts: **<pick a Sunday this month, 1:00 pm>**
Ends: **<same day, 3:00 pm>**
Contact Name: **Mary Jo Braney**
Contact E-mail: mjb@yahoo.ca
Contact Phone: **888-8888**

4. Click *save event*.

EXAMPLE 4: Promote Activity

To promote and inform people about your activity, you need to add a news item.

1. Click on the *contents* tab. If you aren't in the *C.W.L.* section, click *manage content* then click *C.W.L.*
2. Click *news* under the *add* heading.
3. Enter the following information:

Title: **CWL Pies and Surprises is coming!**


Lead-In: **The annual fundraiser is coming. Buy some tasty pies from our talented bakers and help support the C.W.L..**

Body: **Our annual Pies and Surprises will take place on <insert date here>, in the Parish Hall. Baking, crafts, pasta and more will be on sale after each of the Masses. Please support his annual fundraiser!**

4. Add an image (optional) by clicking *browse* and navigate to the file you want to add. Click *open*.

5. Create a link from the news item to the event so that people can find out where and when it is without duplicating the information by:

Type the following text at the bottom of the Body: **See event details.**

6. Using the mouse, select the text you just typed by highlighting it.
7. Click on the folder-shaped icon in the toolbar. 
8. Find the title of your event in the list and click *Insert Link*.
9. Click *save news*.
10. Publish the news item by clicking on the word *draft* and selecting *publish to public*.
11. Click on the *news* link on the far left to view the C.W.L. news listing. Your news item should be listed at the top.

EXAMPLE 5: Report Activity

After the activity has happened, let people know how it went. You can do this by adding a news item and a photo album. The news item reports on the event, and includes a link to the photo album. An album contains a series of photos.

Add Photo Album

1. If you aren't in the *C.W.L.* section, click *manage content*, then click *C.W.L.*.
2. Underneath the *edit* tab, click on *add new item* and select *photo album* from the list.
3. Enter the following information:

Title: **CWL Pies and Surprises**
4. Click *save*.
5. Publish the photo album by clicking on the word *draft* and selecting *publish to public*.

Add Photos to Album

1. Click on *add new item* and select *photo* from the list.
2. Enter the following information:

Title: **Pies... mmm**
Description: **Impossible to choose!**
3. Add the photo by clicking *browse* and navigate to the file you want to add. Click *open*.
4. Click *save*.
5. Publish the photo by clicking on the word *draft* and selecting *publish to public*.
6. Click on *add new item* and select *photo* from the list.
7. Enter the following information:

Title: **Special Donations**
8. Add the photo by clicking *browse* and navigate to the file you want to add. Click *open*.
9. Click *save*.
10. Publish the photo by clicking on the word *draft* and selecting *publish to public*.

Example Six: Find Content

There are two main ways to find content in your website:

1. *Browse* through the list of content on the *contents* tab of your parish, pastoral service or sacrament section.
2. Use the *search* feature for the website.

Browse Through Content

1. Click on the *contents* tab in the *C.W.L.* section.
2. Scroll to the bottom of the page. Underneath the *contents* heading is the list of content for this section of the website.
3. Click on the *title* heading. Notice all content is sorted by title, from a-z. Click on the *title* heading again. Notice all content is now sorted from z-a.

4. Click on the *state* heading. Notice all content is sorted by state, with all the items in *draft* at the top.
5. Select *photo album* in the *display* drop-down list. Notice only photo albums are now shown in the list. Select all in the *display* drop-down list to see all content again.

Search For Event

1. In the search box on the left, type **pies** and click *search*.
2. Notice the event **CWL Pies and Surprises!** is shown in the list. Click on it.

EXAMPLE 7: Remove Content

Sometimes content like a news item or event gets created accidentally or was started but then is no longer needed. Any content that has been published shouldn't be removed – it becomes part of your parish's online archive of content.

1. If you aren't in the *C.W.L.* section, click *manage content* then Click *C.W.L.*.
2. Add a new content item, for instance a *news* item.
3. Type some useless information quickly into the news item since the item will be removed momentarily.
4. Click *save*.
5. Click on the *contents* tab in the *C.W.L.* section.
6. Scroll to the bottom of the page. Underneath the *contents* heading is the list of content for this section of the website.
7. Find the content item you just created. Click on the check box to the left of its name.
8. At the bottom, click on *delete*.

EXAMPLE 8: Frequently Asked Questions (FAQ)

Almost every pastoral service and sacrament can make use of a FAQ list. These are questions that commonly get asked on a topic, for example, baptism. Parents generally have the same questions, so by putting them in a FAQ, they can find their answers easily without having to find the priest or the person looking after the sacrament. An FAQ consists of a topic title and a list of questions. Each question gets added separately.

Add FAQ

1. If you aren't in the *C.W.L.* section, click *manage content* then click *C.W.L.*.
2. Underneath the *edit* tab, click on *add new item* and select *FAQ* from the list.
3. Enter the following information:

Title: **General questions about C.W.L.**
4. Click *save*.
5. Publish the FAQ by clicking on the word *draft* and selecting *publish to public*.

Add Questions to FAQ

1. Click on *add frequently asked question*.
2. Enter the following information:

Title: **What is the C.W.L.?**
Answer: **It is the largest national organization of Catholic women in Canada.**
3. Click *save*.
4. Publish the question by clicking on the word *draft* and selecting *publish to public*.
5. Click on *add frequently asked question*.
6. Enter the following information:

Title: **Why should I join?**
Answer: **For personal and spiritual growth, friendship, fun.**
7. Click *save*.
8. Publish the question by clicking on the word *draft* and selecting *publish to public*.

EXAMPLE 9: Make A File Available For Download

To upload a file that someone can download and print off at home (i.e. a waiver or consent form) involves two steps:

1. Add the file to the website.
2. Create a link to the file from another piece of content. Typically, a link gets created on the main page of the parish, pastoral service or sacrament. News and events are also good places to add links to files.

Add a File To The Website

1. If you aren't in the *C.W.L.* section, click *manage content* then click *C.W.L.*.
2. Click on *add new item* and select *file* from the list.
3. Enter the following information:
 - Title: **Waiver**
 - File: Navigate to the location of the file you want to add. Select the file name and click *open*.
4. Click *save*.
5. Publish the file by clicking on the word *draft* and selecting *publish to public*.

Create A Link To The File

1. Go to the main page of the *C.W.L.* section.
2. Click on the *edit* tab.
3. In the *Body* section, add a link to the file in the same way a link was added to an event from a news item in Example 4:
 - Type the following at the bottom of the Body: **Download and fill out a waiver form for children under age 18.**
4. Using the mouse, select the text you just typed.
5. Click on the folder-shaped icon in the toolbar. A new window will appear.
6. Find the title of your file in the list and click *Insert Link* next to it on the right.
7. Click *save*.
8. Click on the link you just created to view the waiver form.

EXAMPLE 10: Schedule A News Item For Publishing At A Later Date

To change a news item so that it appears on the website a week from now:

1. Locate the news item by clicking on the *news* link on the far left to view the C.W.L. news listings. Click on the link to your news item. Or, go to the main page of your section. Click on *contents*. Find the news item in the listing of content near the bottom of the page. Click on the title.
2. If you aren't in the *C.W.L.* section, click *manage content* then click *C.W.L.*.
3. Click on *state* and select *advanced*.
4. For *effective date*, enter a date one week from now.
5. Click *save*.
6. Click on the *news* link on the far left to view the C.W.L. news listing. Your news item will no longer be listed until that date and time is reached.